

Tunghai University Office of Student Affairs -  
Division of Extra-curricular Activities  
Regulations for Equipment Borrowing and Management

Amended and approved by the Office of Student Affairs on May 12, 2011

Approved by official letter No. 1002300655 on August 11, 2011

Amended and approved by the Office of Student Affairs Meeting on October 21, 2014

Approved by official letter No. 1032301068 on March 12, 2015

Article 1 These regulations are enacted in accordance with Article 3 of the “Tunghai University Venue and Equipment Use and Borrowing Guidelines.”

Article 2 Shared equipment managed by the Division of Extra-curricular Activities (hereinafter “the Division” ) shall be prioritized for use by student clubs for their official activities.

Article 3 The shared equipment managed by the Division is intended exclusively for use in university-approved student club activities. Use for any other purpose without approval is prohibited.

Article 4 Borrowing procedures are as follows:

1. Registration: Advance reservations are required. Users must register through the Division’s equipment management system 3 to 14 days before the scheduled activity.
2. Payment: Within 2 days after registration, the user must pay the equipment usage fee and basic management fee (maintenance and student worker fees) to the Cashier’s Division of the Office of General Affairs. Late payments will be considered a forfeiture of the reservation.
3. Pick-up: On the day of the activity (or on the previous business day if it falls on a holiday), the user must present the payment receipt to the Division to collect the equipment.
4. Return: All borrowed equipment must be returned to the Division between 8:30 a.m. and 11:00 a.m. on the next business day following the activity.

Article 5 Borrowed equipment must be handled with care. In case of damage or loss, compensation must be made at full replacement cost.

Article 6 Fees associated with borrowing equipment are as follows:

Equipment	Usage Fee	Basic Management Fee	Total*
Sleeping Bag	NT\$4/item	NT\$16/item (maintenance)	NT\$20/item
Camping Tent	NT\$30/item	NT\$120/item (maintenance)	NT\$150/item
Booth Tent	NT\$30/item	NT\$120/item (maintenance)	NT\$150/item
Tablecloth	NT\$4/item	NT\$16/item (maintenance)	NT\$20/item
Stage Frame	NT\$100/set	NT\$400/set (maintenance) + 32 hrs of student worker fees for transportation and setup	NT\$500/set + 32 hrs of student worker fees
Aluminum Truss	Frame NT\$100/set	NT\$400/set (maintenance) + 24 hrs of student worker fees for transportation and setup	NT\$500/set + 24 hrs of student worker fees

\*Hourly student worker rates are based on the standard rates set by the Office of Student Labor.

Article 7 If a student club, after being approved to borrow shared equipment, fails to use it without just cause and does not inform the Division at least three days in advance, or fails to follow proper borrowing procedures—and any of the above occurs twice in total—the club’s borrowing rights will be suspended for three months.

Article 8 These regulations shall take effect upon approval by the Office of Student Affairs Meeting and subsequent ratification by the University President.